



2020-21 Middle School Book Club Impact Grant Frequently Asked Questions



Funded by License4Learning, the Florida Specialty Education License Plate program, Middle School Book Club Impact Grants will be awarded to strengthen literacy skills of students in grades 6-8 and encourage reading for enjoyment in a book club setting.

How do I get the money to purchase books and snacks?

As a winner monies for this grant monies have been submitted to your principal and school bookkeeper.

Books: Traditional and eBooks are purchased ONLY through Barnes & Nobel. Send your order to Angie Roix at CRM2704@bn.com (phone: 407.894.6024). eReaders: The Foundation has a large inventory of Nooks. Before any Nooks are purchased, this inventory will be used.

Snacks: The Foundation has included your snack money in your grant issued. You must keep all receipts to submit with an expense report.

Budget: It is your responsibility to track expenses to ensure you do not go over your approved grant amount.

Why do I need to keep my receipts?

You will need copies of your invoices and payment documents for 100% of your expenditures. These documents (copies) must be submitted with your final itemized Grant Expense Summary Report.

What is the deadline to spend grant funds?

All grant funds for books MUST be spent by January 25, 2021. Snack funds must be spent and reported on your expense report by April 26, 2021.

Grantee Responsibility

- You MUST sign a grantee contract on behalf of your school's MS Book Club Grant.
- You MUST make sure you (facilitators) expense grant funds for eBooks and/or traditional books no earlier than receipt of your grant award and no later than January 25, 2021.
- You MUST make sure your facilitators:
 - Sign a facilitator contract to ensure they know what they are responsible for at the end of the book club year.

- Submit expense summaries and supporting receipts for purchase of eBooks, traditional books and healthy snacks provided to the book club participants by April 26, 2021.
- Submit a final book club evaluation no later than April 26, 2021 (see evaluation section above).
- Oversee the student survey submission process due by April 26, 2021 (see evaluation section above).
- If you leave the district you must either return funds or contact the Foundation office to transfer the grant to another instructor. You cannot do this without prior authorization.

Failure to complete the above responsibilities will result in loss of “all” or “some” of the facilitator supplement. You are entitled to only one supplement up to \$500 if these items are completed.